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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, June 26, 2025  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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**DRAFT - MINUTES**

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**Present:** Christopher Carew, Chad Goodwill, Kyle Gulau, Kenneth Peregon, Jared Lutz, Jodi Milks, and Andrew Wenzel

**Members Excused:** Lana Escamilla and Commissioner Monteze Morales

**Vacancies:** none

**Kalamazoo Township:** Craig Sherwood, Township Trustee

**Oshtemo Township:** Jodi Stefforia, Township Planning Director

**Staff:** Macy Rose Walters, Brownfield Redevelopment Administrator and Rachael Grover, Planning Director

**Consultant:** Therese Searles, Fishbeck

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** none

**Community:** 1

1. Call to Order: **Chair Peregon called the meeting to order at 3:04 p.m.**
2. Roll Call and Members Excused: **Lana Escamilla and Monteze Morales were excused. Seven (7) voting members of nine (9) board of directors were present. Director Lutz was excused from the meeting at 4:22 p.m.**

3. Approval of the Agenda:

Chair Peregon requested to table Item 7ai-7aii.

**Director Wenzel moved to approve Item 3 as amended, and Director Gulau seconded. All in favor, none opposed, motion carried.**

4. Approval of Minutes: BRA Minutes of April 24, 2025 (May 22<sup>nd</sup> Meeting Canceled)

Chair Peregon noted the minutes should be changed to reflect there is one (1) vacancy.

**Director Lutz moved to approve Item 4 as amended, the Minutes of April 24, 2025, Director Wenzel seconded. None opposed, motion carried.**

5. Public Comments (4 minutes each) **none**

6. Consent Agenda

- a. **From General Fund:**

- i. **\$2,550.00** - Varum Invoice 1374594 (Pavilion Investors, LLC BFP)
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- ii. **\$153.50** – Staff Reimbursement for MEDA Emerging Leaders Training 5/8/25
- iii. **\$97.20** – Staff Reimbursement for EGLE Stakeholders Workshop 4/16/25
- iv. **\$4,351.86** – Fishbeck Invoice 451612 (W.O. 2025-1 Gen. Env.)

**b. Project Business:**

**i. Developer Reimbursements for 2024 Tax Increment Revenue**

- 1. **\$4,246.08** – 9008 Portage Road 4<sup>th</sup> TIF Payment (Local)
- 2. **\$6,891.21** – 232 LLC 6<sup>th</sup> TIF Payment (Local)
- 3. **\$23,466.28** – 383 S. Pitcher Street 7<sup>th</sup> (\$8,940.90 State & \$14,525.38 Local)
- 4. **\$11,906.53** – KALSEE Credit Union 2<sup>nd</sup> TIF Payment (Local)
- 5. **\$4,946.16** – Kalamazoo West 10<sup>th</sup> TIR Payment (Local)

**ii. Transfers into LBRF**

- 1. **\$7,426.54** – KALSEE 2024 State TIR

**iii. Return of Tax Increment Revenue to Taxing Jurisdictions**

- 1. **\$3,362.05** – KALSEE 2024 State TIR (\$2,516.03 school operating & \$846.02 State Education Tax)

**c. From EPA Grant Fund:**

- i. **\$793.26** – Fishbeck Invoice 451035 (WO#18 J. Smith Ent.)
- ii. **\$1,125.90** – Fishbeck Invoice 451690 (WO#2 Outreach and Programmatic)
- iii. **\$334.31** - Fishbeck Invoice 451617 (WO#18 J. Smith Ent.)

**d. From LBRF Fund:**

- i. **\$4,633.16** – Fishbeck Invoice 451050 (W.O. 2025-3 RSFW - 5928 E. MI)
- ii. **\$7,366.50** – Fishbeck Invoice 451637 (W.O. 2025-3 RSFW – 5928 E. MI)

**Director Milks moved to approve Item 6 as presented, Director Carew seconded. None opposed, motion carried.**

**7. Discussion and/or Action Calendar**

**a. Action:** Flowers Automotive Recycling

- i. Part I & Part II Applications
- ii. Fishbeck Work Order 2025-4 Flowers Automotive

**This item was tabled until the July 24, 2025, regular meeting and was not discussed.**

**b. Action:** Maple Hill Leaseholds, LLC

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i. Subaru Project Brownfield Plan

Chair Peregon noted the wording of “housing activities” should be removed from the memo that describes eligible activities for reimbursement, as this is not a housing TIF plan. The eligible activities for reimbursement should read as “baseline environmental assessment activities, lead and asbestos abatement, building and site demolition, contingencies, and brownfield plan preparation and implementation costs”.

**Director Goodwill moved to approve Item 7bi as presented, Director Wenzel seconded. A Roll Call Vote was taken, seven (7) yes and zero (0) no. Motion carried.**

ii. Subaru Project Development Agreement

BRA staff presented proposed changes by the KCBRA legal counsel and Developer’s counsel:

- (section 3.2) changed to 19 years and not 20
- Added (Section 3.3) delay in capture (5 years allowable by statute)
- Added (section 14) of force majeure
- (Section 19) minor changes to the indemnification language
- and formatting changes.

**Director Lutz moved to approve Item 7bii as amended, Director Gulau seconded. A Roll Call Vote was taken, seven (7) yes and zero (0) no. Motion carried.**

c. **Action/Discussion:** Fishbeck

i. General Environmental Memo & Billing Summary

BRA Staff asked the KCBRA board to consider a past project, 234-238 EM LLC, the former Heimstra Optical project, to be an brownfield plan administered by the City Brownfield Redevelopment Authority (BRA). The KCBRA administered EPA grant and Local Brownfield Revolving Fund dollars for the project and has requested BRA staff submit a memo of understanding (MOU) to the City BRA regarding the KCBRA’s intention to be reimbursed before the developer in the plan. In addition to that MOU, the board also requests staff make an MOU that acts as a standard template for City and County BRA funded projects, which details the KCBRA’s policy on being reimbursed before the developer, to be considered for all projects going forward.

**There was no formal motion to accompany this request.**

ii. EPA Grant Memo & Billing Summary

- iii. **\$2,477.50** – Fishbeck Invoice 451038 (W.O. 2025-2 KVHH; \$391.50 from Site Study & \$2,086 from LBRF)

**Director Milks moved to approve Item 7ciii as presented, Director Goodwill seconded. None opposed, motion carried.**

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- d. **Action:** Developer Invoice Packets for Eligible Expenses in Brownfield Plans  
1. IPUSA Invoice Packet #2 total \$2,008,423.90

BRA staff explained this is not a full payment to the developer, but an invoice packet for consideration of total eligible activities related to the brownfield plan and actual costs incurred for the redevelopment to date. It is likely there will be more invoice packets submitted in the future for this plan.

**Director Milks moved to approve Item 7d1 as presented, Director Wenzel seconded. A Roll Call Vote was taken, six (6) yes, zero (0) no, and one (1) abstained, Director Lutz abstained from discussion and voting. Motion carried.**

- e. **Action:** EGLE Loan Extension Request from Vicksburg Mill Paper City Development

BRA staff discussed the current version has been reviewed by the Department of Environment, Great Lakes, and Energy, and the region coordinator's suggested changes will be applied to the final document. Staff will post the final memo as staff updates at the July 24, 2025, KCBRA regular meeting.

**Director Carew moved to approve item 7e, as amended by EGLE, Director Lutz seconded. None opposed, motion carried.**

- f. **Action/Discussion:** KCBRA Fund 242 & 243 Budget 2025 & 2026 Budgets  
i. KCBRA Fiscal Year 2026 Budget Proposal  
ii. KCBRA Fiscal Year 2025 Budget Amendment (2026 Proposal Metrics)

Director Carew requested a breakdown of what is included in the Indirect Costs charged by the County. BRA staff will ask County Admin for a description of costs applied to this fee.

**Director Goodwill moved to approve item 7fi-7fii as presented, Director Milks seconded. None opposed, motion carried.**

- iii. KCBRA Application Fee Amount (Finance Deadline 7/7/25)

Discussion ensued about the new proposed fee schedule for the Part II KCBRA project application. the KCBRA still reserves the right to assess fees on a case-by-case basis and may waive or reduce the fee at their discretion.

The new schedule is below:

- Fee of \$500 for \$0-\$500,000 project investment
  - Fee of \$2,000 for \$501,000 - \$999,999 project investment
  - Fee of \$3,000 for \$1,000,000 or greater project investment
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- Fee of \$5,000 for all Housing Projects

**Director Goodwill moved to approve item 7aiii, the proposed new fee schedule as discussed, Director Carew seconded. None opposed, motion carried.**

***Director Lutz was excused from the meeting at 4:22 p.m.***

- g. **Action:** 2025 National Brownfields Conference August 4<sup>th</sup>-8<sup>th</sup> Chicago, IL
  - i. \$2,000 Budget for Brownfield Redevelopment Administrator (BRA Staff)

**Director Wenzel moved to approve item 7gi as presented, Director Gulau seconded. None opposed, motion carried.**

- h. **Action/Discussion:** Funding BRA Staff for Certified Economic Developer Certificate
  - i. **\$325.00** – MEDA Active Membership Fee
  - ii. **\$645.00** – 2025 Michigan's Economic Development Basic Course Fee (nonmembers \$870) September 9<sup>th</sup> - 11<sup>th</sup>, 2025, in Lansing, MI

Discussion ensued about the value of having skilled staff and continued education in economic development. The KCBRA board asked Planning Director Grover to consider whether the Planning Department would be able to contribute to the training budget. Director Grover will look into funding considerations for a portion of the scheduled training.

**Director Carew moved to approve item 7hi-7hii as presented, Director Wenzel seconded. None opposed, motion carried.**

## 8. Financial Reports

- a. **Discussion:** KCBRA General Fund 243
- b. **Discussion:** KCBRA Local Brownfield Revolving Fund 242 Report
  - i. Emerging Developer & Predevelopment Fund Ad-hoc Committee Update

**BRA staff presented updates and added Emerging Developer Fund totals on the Fund 242 Report.**

## 9. Staff Report/Updates **BRA staff provided updates.**

- a. BRA Staff attended MEDA 2025 Emerging Leaders Spring Training 5/8/25
  - b. Lana Escamilla appointed to KCBRA/EDC Board on 5/20/25 & KCBRA 101 6/16/25
  - c. KCBRA Website Updates and New Project Profiles Added
  - d. BRA Staff interviewed with Center for Community Progress Team for Kalamazoo County Land Bank Strategic Planning on 6/10/25
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10. Other

11. Board Member Comments

Director Carew brought up the Act 381 statute and the responsibilities of reducing sprawl and posed the question of which entities should be responsible for considering a reduction in sprawl as it relates to the addition of the new housing brownfield projects. Planning Director Grover shared information about the County's Corridor Study, and insight related to a reduction of sprawl that communities could consider in future planning of underutilized areas for infill development. The study has not been finalized at this time.

12. Adjournment **Director Wenzel moved to adjourn at 5:00 p.m. Director Milks seconded, none opposed, motion carried.**

***Next meeting: Thursday, July 24, 2025, at 3:00 p.m.***

***NOTE: KCBRA MEETINGS ARE HELD ON THE FOURTH THURSDAY OF THE MONTH.***

***Room 207a, County Admin Bldg - Or alternatively, held electronically or via teleconference.  
Please see the KCBRA website at [www.kalcountybrownfield.com](http://www.kalcountybrownfield.com) for electronic meeting notice and instructions***

BOARD MEMBERS:

PLEASE CALL 384-8305 OR EMAIL MRWALT@KALCOUNTY.COM  
IF YOU ARE UNABLE TO ATTEND THE MEETING

Meetings of the Kalamazoo County Brownfield Redevelopment Authority are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity, or disability. The Kalamazoo County Brownfield Redevelopment Authority will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four (4) business days' notice to the Kalamazoo County BRA. Individuals with disabilities requiring auxiliary aids or services should contact the Kalamazoo County BRA by writing or calling:

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